

# THE TOWN OF BERWYN HEIGHTS



## REQUEST FOR BID FOR CUSTODIAL SERVICES

Issued by: Town of Berwyn Heights  
5700 Berwyn Road  
Berwyn Heights, Maryland 20740

**NOTICE REGARDING DISCLOSURE OF  
CONTENTS OF DOCUMENT**

All responses to this Request for Bid (RFB) accepted by the Town of Berwyn Heights shall become the exclusive property of the Town. All bids accepted by the Town shall become a matter of public record and shall be regarded as public, except those elements of each bid which are defined by the Bidder as business or trade secrets and marked as "Trade Secret," "Confidential" or "Proprietary." Each element of a bid which a company desires not to be considered a public record must be marked as set forth above, and any blanket statement (i.e. regarding entire pages, documents or other non-specific designations) shall not be sufficient and shall not bind the Town in any way whatsoever.

**REQUEST FOR BID FOR  
CUSTODIAL SERVICES**

**INVITATION FOR BID**

The Town of Berwyn Heights, hereafter called Town is soliciting Requests for Bid (RFB) to provide Custodial Services to the Town. The Bidder shall provide the services based on the specifics in the following document. All interested parties are invited to respond to this Request for Bid (RFB) by providing a written bid no later than **Noon on Friday, February 28, 2020** to:

Town of Berwyn Heights  
5700 Berwyn Road  
Berwyn Heights, Maryland 20740

All interested parties are invited to a pre-bid meeting and site walk through scheduled for **Thursday, February 13, 2020 at 10:00 a.m.**

Please address any questions concerning this RFB to:

Yvonne Odoi, Assistant to the Town Manager  
Town of Berwyn Heights  
(301) 474-5000 x 7100  
[yodoi@berwynheightsmd.gov](mailto:yodoi@berwynheightsmd.gov)

## **TOWN BACKGROUND**

The Town of Berwyn Heights was incorporated in 1896. Our approximately one square mile is home to 3,100 residents living in 1,050 single-family homes on the hillsides of the Indian Creek valley.

Although small in size, the Town offers a full slate of municipal services. The Police Department is staffed to provide 24/7 police protection, ensuring one of the lowest crime rates in the region. The Public Works Department performs weekly refuse, recycling and yard waste collections. The Code Compliance Department monitors residential and commercial properties to ensure compliance with property standards, zoning rules, and rental housing regulations. The Administrative Department, located in Town Hall, handles the Town's finances and human resource functions, in addition to the overall administration of the Town.

### **Additional information**

The Town of Berwyn Heights currently maintains 4 buildings locations within the Town.

- 5700 Berwyn Road - Administration Building. This facility houses the Administration Office and Code Compliance Department, as well as the Council Chambers.
- 8603 57<sup>th</sup> Avenue - Senior Center Building. This facility houses the Senior Center on the first floor and the Town Center, a rental facility for events, on the second floor.
- 8418 Ballew Avenue - Department of Public Works. This facility houses the Public Works office.
- 5411 Berwyn Road - Berwyn Heights Maryland Police Department Headquarters. This facility houses the Police Departments' administrative offices and station. All non-staff personnel entering secured areas of this facility must completed a criminal background review and fingerprinting with our agency.

### **SCOPE OF WORK:**

- All cleaning service operations described in this program will be performed once a week (Mondays) The cleaning crew will observe holidays observed by the customer.
- The selected company must be able to work the schedule to coincide with the needs and requests of the customer provided that such requests do not alter the cost of operations.
- The Bidder will furnish all cleaning supplies inclusive of but not limited to cleaning agents, sanitizers, etc.
- The Bidder will furnish and maintain all necessary cleaning equipment inclusive of but not limited to floor machines, buffers, carpet extractor, vacuums, maid carts, mop buckets, wringers, mops and brooms.
- The selectee will comply with current OSHA regulations and proven procedures pertaining to all work performed at the customer's location.

## **TASK**

### **I. WEEKLY TASKS**

1. Sweep, pick up and dispose of debris in entry approach areas
2. Vacuum all entry mats
3. Vacuum carpeted traffic (open) areas in all offices; spot treat spills/soiled areas and remove gum
4. Dust mop/damp mop all hard surface flooring (including hallways and restrooms)
5. Damp wipe and sanitize desk, telephones and computers
6. Damp wipe clean conference tables and countertops
7. Empty all waste and recycle receptacles into appropriate collection containers
8. Spot clean doors and walls, as needed
9. Clean both sides of entry door glass; dry frames
10. Clean all sinks and countertops (and appliances)
11. Clean break room and kitchens
12. Clean interior and exterior of microwaves and ovens
13. Wipe down exterior of refrigerators and drinking fountain
14. Clean and sanitize restrooms:
  - a. Ceramic tile floor – sweep and mop with germicide
  - b. Wall surfaces – remove spots with germicide
  - c. Hand sinks – clean with germicide; scour if needed
  - d. Countertop surfaces – clean with germicide and dry
  - e. Mirrors – clean with glass cleaner and dry
  - f. Commodes – clean entire fixture with germicide; brush interior under flush rim; dry exterior, seat and polish plumbing
  - g. Urinals – clean entire fixture with germicide; brush interior under flush rim; dry exterior, seat and polish plumbing
15. Trash receptacles – empty trash bins (replace liner if needed)
16. Clean both sides of glass doors, including door frames
17. Dust:
  - a. Window blinds and ledges; spot clean windows
  - b. Dust/damp wipe file cabinets, wall shelving and bookshelves
  - c. Wall decorative items
  - d. Coat racks
  - e. Plants and plant containers
18. Vacuum all carpeted areas including seating areas, around and under desks

### **II. MONTHLY TASKS**

1. Damp cloth cleaning of all desks/workstations
2. Dust office machines (copiers, fax machines, shredders, etc.)
3. Clean light fixtures in ceilings less than ten (10) feet high
4. Clean interior and exterior of trash receptacles
5. Clean all cove base and baseboards

### **III. TWICE YEARLY**

1. Buff, polish, and/or burnish tile flooring
2. Carpet deep cleaning

#### **IV. YEARLY TASKS**

1. Clean outside glass
2. Deep clean window blinds
3. Top scrub tile flooring
4. Strip and re-wax tile flooring every 2 years

#### **SUBMISSION REQUIREMENTS AND CONTENT**

The Town is requesting that the submitted bid address the subjects with specificity. We are looking for content, organized effort, and solution-oriented procedures. The goal is a secure, smooth operating, efficient process, and effective informational technology system. Due to the nature of this bid, it is requested that each bid be brief and to the point and consist of no more than ten pages.

Before submitting a response, the Bidder must carefully review this RFB and is responsible for seeking any clarification or information needed to respond and is solely responsible for any deficiencies in the response submitted.

The Bidder is solely responsible for all costs, direct or indirect, incurred responding to this RFB. The Town will incur no obligation or liability in connection with the submittal of a response. A responsive submittal must include responses to the sections and specific items requests below.

#### **Contract Term**

The term of the resulting contract shall be in effect for an Initial Term of **(2)** years, commencing on **July 1, 2020 and terminating on June 30, 2022**, unless sooner terminated. Before the expiration of the Initial Term, the Contract may be extended by mutual agreement, for an Extension Term of Two (2) additional (2) two-year periods.

#### **Contents of Bid**

Bids must include, but need not be limited to, the following information:

- 1) A bid describing your qualifications and outlining service solutions:
  - a) a brief description of the firm or business entity, including firm history, number of employees, organization structure, ownership structure and expertise, and resumes for principals or key employees who would perform the Services in this Solicitation; and
  - b) a detailed listing and description of experience and other information that demonstrates the Bidder's expertise and capacity to provide the services requested, and
  - c) any other relevant information that Bidder believes would assist Town in evaluating the submittal.
- 2) A breakdown of rates and fees for services to be provided by use of the Price Bid sheet provided.
- 3) Minimum of three (3) reference from municipal customers who have used services provided by the Bidders in the past 18 months.
- 4) The Non-Collusion Affidavit included in the RFB is to be properly filled out, signed, notarized
- 5) Proof of General liability insurance of \$1,000,000 per occurrence with an aggregate of \$2,000,000 and

on which the Town is named as additional insured.

- 6) State required Worker’s Compensation Insurance and Employer’s Liability Insurance for its employees with limits of \$2,000,000, per occurrence, or evidence of self-insurance where permitted by law;

**SELECTION PROCESS**

The evaluation process will consider the merits of the bids by prospective vendors in line with this RFB’s scope of work. The Town will also conduct reference checks to ascertain the quality of work performed previously. Those companies, who appear best suited, in the sole determination of the Town, may be asked to participate in an additional interview to further evaluate their qualifications. Bids that are non-responsive to the requirements of this RFB shall not be included for evaluation by the selection committee.

The specific criteria and point value established for this Request for Bid is as follows (total points):

- |  |                        |
|--|------------------------|
| <b>1. Narrative describing the methodology and protocols</b> | <b>25 points</b>       |
| <b>2. Experience and expertise</b>                           | <b>25 points</b>       |
| <b>3. Rates of service</b>                                   | <b>25 points</b>       |
| <b>4. Technical merit and completeness of bid</b>            | <b>20 points</b>       |
| <b>5. Prince George’s County Local Business Preference</b>   | <b><u>5 points</u></b> |
| <b>Total:</b>  | <b>100 points</b>      |

**PRICE BID**

The undersigned agrees to furnish all labor, material, and equipment necessary to provide custodial services at ALL town buildings, as specified, to the Town of Berwyn Heights in accordance with specification mentioned in the scope of work of this RFB and other documents herein and at the following price(s):

<b>ITEM #</b>	<b>DESCRIPTION</b>	<b>UNIT OF MEASURE</b>	<b>UNIT PRICE</b>	<b>ANNUAL QUANTITY</b>	<b>TOTAL</b>
1	Weekly and as Needed Tasks	per week	\$	26	\$
2	Monthly Tasks	per month	\$	12	\$
3	Semi-Annual Tasks	per year	\$	2	\$
3	Annual Tasks	per year	\$	1	\$
<b>TOTAL BID</b>					<b>\$</b>

**Contract Term**

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**AUTHORIZED SIGNATURE**

\_\_\_\_\_  
**Signature and Date**

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Company Address**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**City, State, and Zip Code**

\_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
**Fax Number**

\_\_\_\_\_  
**Federal Tax ID Number**

\_\_\_\_\_  
**Email Address**

The above individual must be authorized to sign on behalf of the company submitting the bid. Bids must be signed by an official authorized to bind the provider to its provisions for at least a period of ninety (90) days.

**AFFIDAVIT OF NON-COLLUSION BY BIDDER**

\_\_\_\_\_, being first duly sworn deposes and says that he/she is \_\_\_\_\_ ("Sole Owner", "Partner", "President, "Secretary", or other proper title) of the \_\_\_\_\_ (Insert name of bidder) who submits herewith to the Town of Berwyn Heights a bid;

That all statements of fact in such bid are true;

That such bid was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;

That such bid is genuine and not collusive or sham;

That said bidder has not, directly or indirectly by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the Town of Berwyn Heights, or of any other bidder or anyone else interested in the proposed contract; and further; That before the public opening and reading of bids said, bidder:

- A. Did not directly or indirectly, induce or solicit anyone else to submit a false or sham bid;
- B. Did not directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham bid, or that anyone should refrain from bidding or withdraw his bid;
- C. Did not, in any manner, directly or indirectly seek by agreement, communication or conference with anyone to raise or fix the bid price of the said bidder or anyone else, or to raise or fix any overhead, profit or cost element of his bid price, or of that of anyone else;
- D. Did not, directly or indirectly, submit his bid price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except the Town of Berwyn Heights, or to any person or persons who have a partnership or other financial interest with said bidder in his business.

I certify under penalty of perjury that the above information is correct

By: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_ Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct. Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature  
My Commission Expires: \_\_\_\_\_